

BASELINE VERSION



Aerospace Safety Advisory Panel (ASAP) Annual Report

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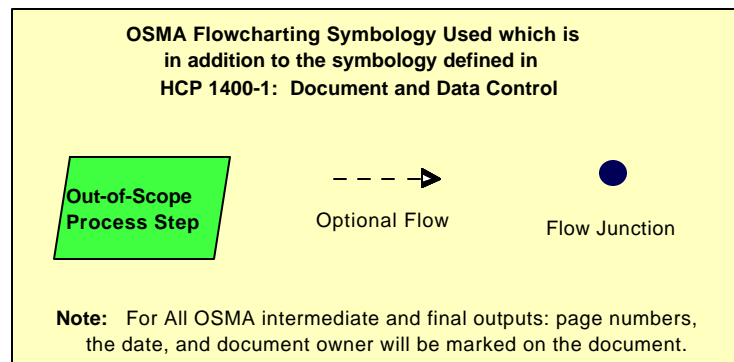
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DOCUMENT HISTORY LOG

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Baseline		January 13, 2000	

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1. Purpose

The purpose of this Office of Safety and Mission Assurance (OSMA) Headquarters Office Work Instruction (HOWI) is to document the process for conducting the Aerospace Safety Advisory Panel's (ASAP's) reviews and developing the ASAP Annual Report. This HOWI also specifies the Quality Records associated with the process.

2. Scope and Applicability

This HOWI is applicable to the AA/SMA, ASAP Executive Director, ASAP Staff Assistant, and the ASAP Secretary who participate in the generation of the ASAP Annual Report. The ASAP Chair will also use this HOWI but is out-of-scope of the registration per reference 4.1.

3. Definitions

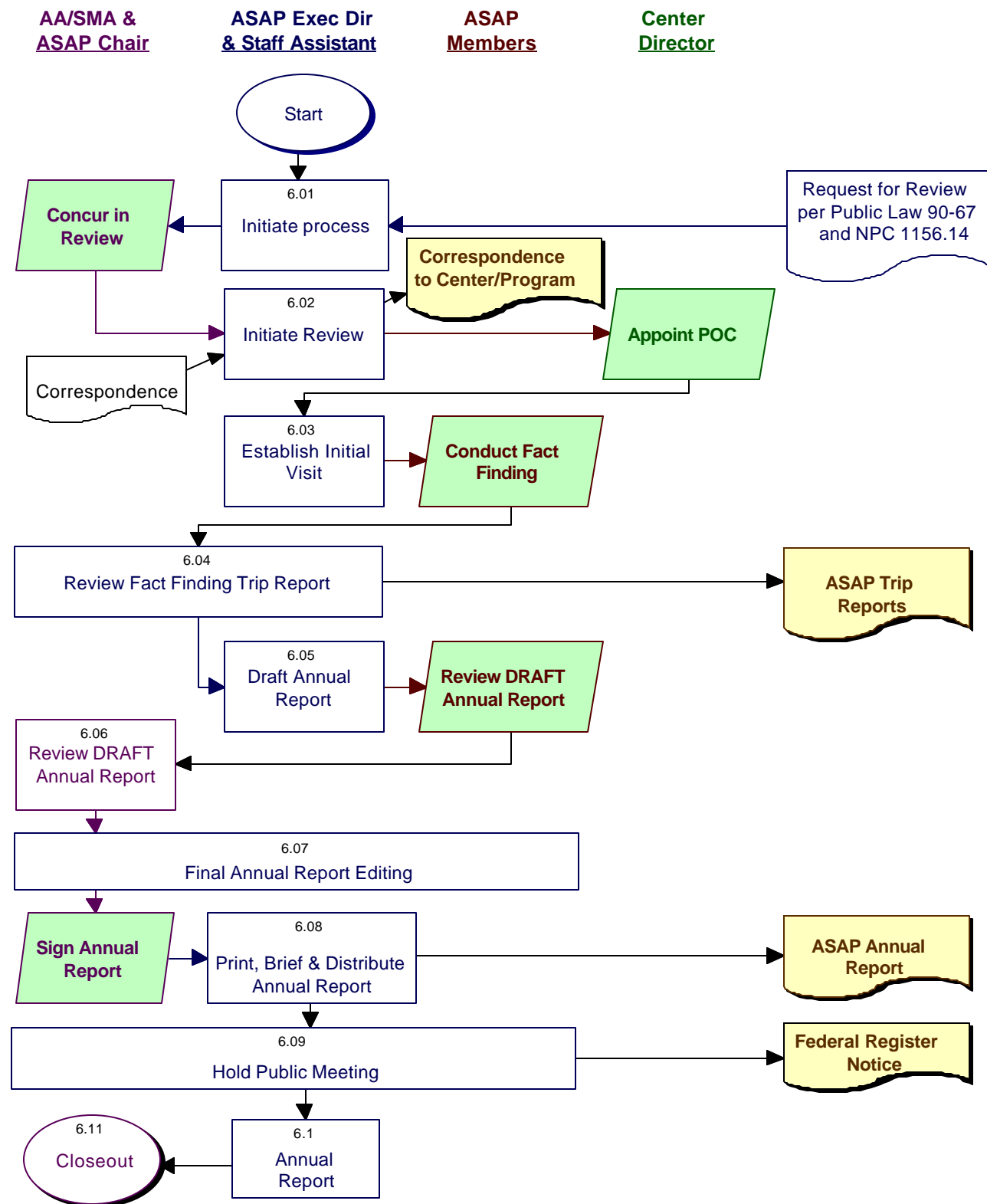
- 3.1. ASAP: Aerospace Safety Advisory Panel
- 3.2. POC: Point of Contact

4. Reference Documents

The documents listed in this section are used as reference materials for performing the processes covered by the Quality Management System (QMS). Since all NASA Headquarters Level 1 (QMS Manual) and level 2 (Headquarters Common Processes) documents are applicable to the QMS, they need not be listed in this Section unless specifically referenced in this OSMA HOWI.

- 4.1. [Public Law 90-67](#)
- 4.2. [NPC 1156.14: ASAP Charter](#)

5. Flowchart



6. Procedure

6.01 ASAP Exec Director Initiate Process:

ASAP is requested to review a safety-related issue (e.g.; design, development, manufacturing, flight preparation, and mission operations) concerning NASA's manned and unmanned space flight and aerospace programs. Requests can come from a variety of sources which include the NASA Administrator, ASAP Chair, ASAP Executive Director, White House, Congress, internally, etc. Once an area of concern is identified, the ASAP Chair is notified.

The ASAP Chair provides concurrence on recommendation and notifies the ASAP Executive Director. The ASAP Chair designates team(s) the responsibility for reviewing and providing a recommendation on its safety implications.

6.02 ASAP Exec Director Initiate Review:

Each ASAP member/consultant named to the review team by the ASAP Chair is contacted regarding availability. The ASAP Executive Director schedules a fact-finding visit to the appropriate site (NASA installation or contractor facility) by contacting the appropriate Center Director verbally or in writing.

The Center Director responds by appointing a Center point-of-contact (POC) for the review. This POC and ASAP identify fact-finding visit agenda and logistics.

6.03 ASAP Exec Director Establish Initial Visit:

The ASAP Executive Director finalizes the visit dates and agenda. The ASAP Executive Director and notifies the ASAP Staff Assistant and ASAP Staff Secretary so that all necessary logistical arrangements can be made (including hotel, air, car, etc.). The ASAP Secretary contacts each attendee for travel preferences and to finalize all travel arrangements.

The Team conducts the fact-finding session. After the data gathering process, the Panel provides trip reports to the Associate Administrator for SMA (AA/SMA), who serves as an Ex-Officio Member, the ASAP Chair and Executive Director, and appropriate members for technical review.

6.04 ASAP Chair, Exec Dir, AA/SMA Review Fact Finding Trip Report:

The reports are reviewed and further actions/reviews are assigned for future ASAP reviews identifying the expertise available and the type of further review needed. A sample trip report is contained in Appendix A.

The ASAP Secretary files these trip reports in the appropriate Chronological files and trip folders. [**Note:** Closeout is an informal decision by the ASAP Chair.]

6.05 ASAP Exec Director Draft Annual Report:

The ASAP Executive Director collates findings and recommendations from the previous year's trip reports, etc. and prepares a Draft Annual Report.

This Draft Report is provided to the Panel for review prior to conducting a Plenary Session. A plenary session is held to discuss the findings and recommendations of the reviewers. The panel refines the Draft Annual report into the standard format of findings and recommendations; reference data for findings & recommendations; and ASAP's response to NASA's response to the previous Annual Report. The draft findings, recommendations, and associated background information are distributed to the AA/SMA and the appropriate (based on subject matter) HQ's offices for technical review.

6.06 AA/SMA Review DRAFT Annual Report:

Reviews the Draft annual report for technical accuracy and provides comments to the ASAP Exec Dir.

6.07 ASAP Exec Director with the ASAP Chair Final Annual Report Editing:

The comment responses are reviewed for content and correctness and incorporated in the draft annual report, if appropriate.

A meeting of the ASAP Subcommittee known as the ASAP Editorial Committee is scheduled and the Annual Report is finalized. The ASAP Chair signs the Annual Report.

6.08 ASAP Exec Director with the Staff Assistant Print, Brief and Distribute Annual Report:

The signed Annual Report is sent to the printers for publication. The ASAP Chair and ASAP Executive Director brief the Administrator on the Annual Report. The ASAP Staff Assistant contacts the NASA Administrator's Secretary and schedules an Annual Meeting with the Administrator.

6.09 ASAP Chair & ASAP Exec Director Hold Public Meeting:

This is a public meeting; therefore, the ASAP Staff Assistant prepares a Federal Register Notice and submits the Annual Report to Codes Z and J for publication in the Federal Register.

6.10 ASAP Staff Assistant Annual Report:

The ASAP Staff Assistant and/or Secretary file the Annual Report in the ASAP's files. The Annual Report is distributed to the Administrator, HQ's AA's, Congress, and to a distribution list, which includes Centers, contractors, etc, and is based on the previous year's distribution. The Annual Report is also available online via the OSMA Home Page. The OSMA Webmaster will assist with this.

6.11 ASAP Chair Closeout:

The ASAP Chair ensures that all of the process paperwork has been properly processed and filed, and then closes out the process.

7. Quality Records

Record ID	Owner	Location	Media Electronic /hardcopy	Schedule Number & Item Number	Retention & Disposition
ASAP Trip Reports	ASAP Exec Director	ASAP Files (Member Chron files)	Hardcopy	Schedule: 1 Item: 14.B.1.A	Keep as long as report has reference value then transfer to FRC, destroy when 15 years old
Correspondence to Center/Program	ASAP Exec Director	ASAP Files (Member Chron files)	Hardcopy	Schedule: 1 Item: 14.B.1.A	Keep as long as report has reference value then transfer to FRC, destroy when 15 years old
ASAP Annual Report	ASAP Exec Director	ASAP Files	Hardcopy	Schedule: 1 Item: 14.B.1.A	Keep as long as report has reference value then transfer to FRC, destroy when 15 years old
Federal Record Notice	ASAAP Exec Director	ASAP Files	Hardcopy	Schedule: 1 Item: 14.B.2	Destroy when 3 years old

Appendix A: Sample Trip Report Format

(Note: FORMATS MAY VARY)

ASAP Fact-finding Memorandum

Memo Date:

Location:

Visit Dates:

Attendees:

Agenda:

Overview

Findings, Recommendations, and Discussion

Finding 1:

Recommendation 1:

Discussion:

Finding 2:

Recommendation 2:

Discussion: